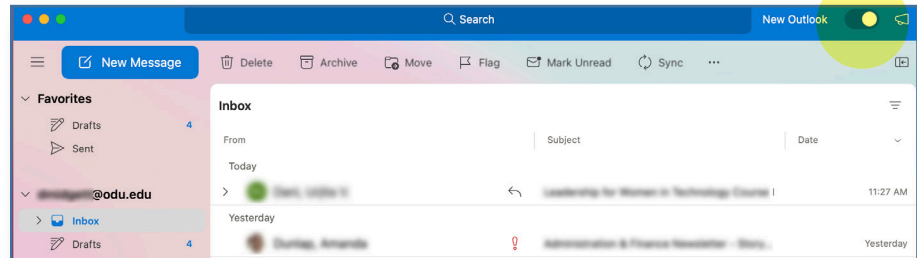


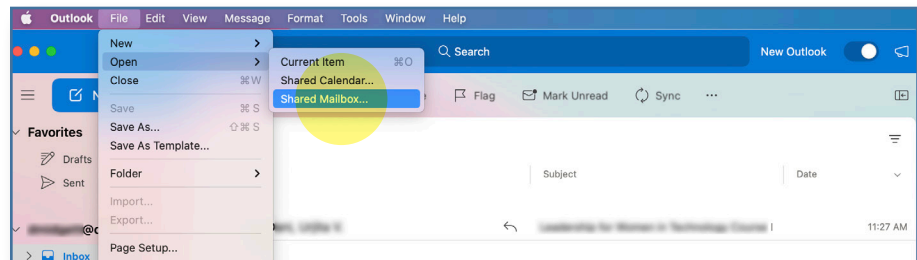
How to access a shared email account in Outlook (Mac)

These instructions will walk you through how to add a shared email account to your Outlook for Mac client.

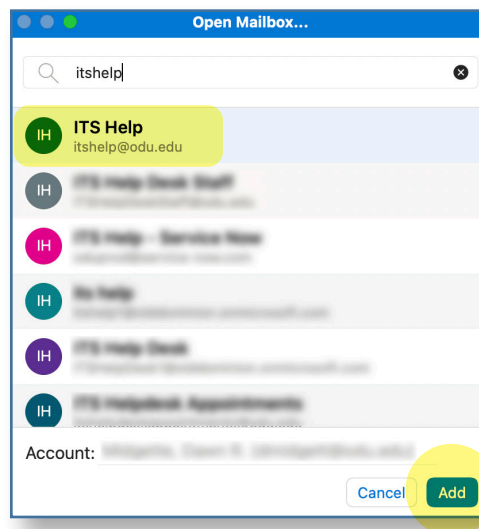
1. In Outlook, verify that you are using the **New Outlook** interface.



2. Go to **File > Open > Shared Mailbox**.



3. Start typing in the name of the shared account. When you see the account listed, click on it, then click **Add**.



4. Outlook will then attempt to open up that shared account. If you have permission to access the account, it will appear in the folder list (the left panel) along with your other folders. You may need to scroll down to see it.